

**ENROLLED MINUTES OF THE  
HIGHLAND WATER WORKS BOARD OF DIRECTORS  
THURSDAY, NOVEMBER 14, 2024**

**Regular Meeting:** The Highland Water Works Board of Directors met in a Special Plenary Session on Thursday, November 14, 2024 in the lower meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana. President Smith opened the meeting at 6:30 p.m. with no study session. The meeting was opened with the Pledge of Allegiance. The minutes were recorded by Kim Webb, Recording Secretary.

**ROLL CALL:** Present on roll call were Directors George A. Smith, Rick Volbrecht, Larry Kondrat, and Bernie Zemen. A quorum was present. Director Phillips was absent with prior notice given. Also present were Mark Knesek, Public Works Director; Robert Tweedle, Board Attorney; Derek Snyder, NIES Engineering; and Kim Webb, Recording Secretary.

**MINUTES:** President Smith asked if there were any corrections to the Minutes of the Regular Plenary Meeting of October 24, 2024 as prepared and posted. Director Volbrecht moved to approve the Minutes of the October 24, 2024 meeting. Director Zemen seconded. Upon a voice vote, there were (4) affirmations and no negatives. The motion passed.

**Special Orders:** None.

**Communications:** Memorandum to the Town Council regarding an amendment to the salary amounts for the Directors of the Water Works Board. The memorandum was unanimously approved by the Board and will be forwarded to the Town Council for consideration.

**Comments from the Public or Visitors (Limited to Matters on the Agenda):** None.

**Reports:**

1. Water Works Superintendent – Mark Knesek informed the Board about a service line leak at a Church on Lincoln St. The leak was on an abandoned service line and was discontinued at the corp.

A fire hydrant at the NW corner of Cline Ave. and Highway Ave. was struck during a traffic incident.

The initial lead service inventory was submitted. A grant in the amount of \$100,000.00 was received from IFA and will be used to contract Grimmer Construction, Inc. to hydro excavate service lines to identify line material.

2. Water Works Attorney – None.
3. Water Works Engineer – Derek Snyder, NIES Engineering, informed the Board that there are 14 services and 1 tie-in remaining for the Johnston Street Backyard Water Main Project.

4. Fire Department – None.

**Unfinished Business and General Orders:**

1. An action to approve Pay Request No. 1 for the Johnston Street Backyard Water Main Replacement Project in the amount of \$650,843.10 (\$685,098.00 less \$34,254.90 retainage) to Grimmer Construction, Inc. Director Volbrecht moved to approve the action. Director Zemen seconded. Upon a roll call vote, there were (4) affirmations and no negatives. The motion passed.

**New Business:** None

**Business from the Floor:** None.

**Comments from the Directors on any Item of Interest to the Directors:** None.

**Claims:**

Per the docket in the amount of:

6101	Water Operating	\$279,449.47
6102	Water Works District	\$0.00
6104	Consumer Deposits	\$12.02
6105	Water Improvement	\$736,576.80
6108	Water Capital	\$0.00
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Total		\$1,016,038.29

Director Volbrecht moved to approve the claims per the November 14, 2024 docket in the amount of \$1,016,038.29. Director Kondrat seconded. Upon a roll call vote, there were (4) affirmations and no negatives. The motion passed.

**Next Meeting:**

The next Special Plenary Meeting will be held in-person at Town Hall on Thursday, December 12, 2024 at 6:30 p.m. due to the Christmas Holiday.

**ADJOURNMENT:** With no other business to come before the Board of Water Works Directors, the meeting was adjourned.

Meeting Adjourned at 6:50 p.m.

Respectfully Submitted,

Kim Webb, Recording Secretary